

**THE COMMITTEE OF THE WHOLE
AGENDA
6:30 P.M.**

**Tuesday, January 28, 2025
Ladysmith Seniors Centre
630 2nd Avenue
Pages**

1. CALL TO ORDER AND ACKNOWLEDGEMENT

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the unceded territory of the Stz'uminus First Nation.

Members of the public may attend meetings in person at the Ladysmith Seniors Centre or view the livestream on YouTube:

<https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured>.

2. AGENDA APPROVAL

Recommendation

That the agenda for this January 28, 2025 Committee of the Whole meeting be approved.

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held November 12, 2024 **3**

Recommendation

That the minutes of the Committee of the Whole meeting held November 12, 2024 be approved.

4. PRESENTATIONS

4.1 RCMP 4th Quarter 2024 Report **7**

Tracy Dubnyk, Ladysmith RCMP, will speak to the 4th Quarter Report - October, November, December of 2024.

Recommendation

That the Committee receive the RCMP Report for the months October, November and December of 2024.

5. REPORTS

5.1 2025 Grant in Aid Requests 9

Recommendation

That the Committee:

1. Determine the amounts to allocate to various community groups based on their 2025 Grant in Aid requests; and
2. Recommend that Council approve the allocated amounts.

5.2 Building Inspector's Report to December 31, 2024 17

Recommendation

That the Committee receive the Building Inspector's Report for the months September to December 2024.

5.3 Ladysmith Fire/Rescue Reports for August to December 2024 18

Recommendation

That the Committee receive the Ladysmith Fire/Rescue Reports for the months August, September, October, November and December 2024.

5.4 Coastal Animal Control Services Reports for July to December, 2024 28

Coastal Animal Control reported only one instance of repeated aggressive behavior involving a Presa Canario. The incidents occurred in October 2023 and November 2024. In both cases, no contact was made, and during the second incident, the dog did not leave the yard.

*There were no service calls for the month of September

Recommendation

That the Committee receive the Coastal Animal Control Services Reports for the months July, August, October, November and December 2024.

5.5 2023-2026 Strategic Priorities Update 33

Recommendation

That the Committee receive the 2023-2026 Strategic Priorities Update dated January 28, 2025.

6. NEW BUSINESS

7. ADJOURNMENT



COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, November 12, 2024
6:30 P.M.
Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Councillor Jeff Virtanen, Chair
Councillor Amanda Jacobson
Councillor Ray Gourlay

Acting Mayor Tricia McKay
Councillor Duck Paterson

Council Members Absent:

Councillor Marsh Stevens

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Tim Tanton
Chris Geiger

Trish McConnell
Sue Bouma
Nick Pescod
Sydney Ianson

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Councillor Virtanen, Chair, called this Committee of the Whole meeting to order at 6:30 p.m., and acknowledged with gratitude that it was being held on the unceded territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

CW 2024-056

That the agenda for this November 12, 2024 Committee of the Whole meeting be approved with the following amendments:

1. Include Item 6.1., "Council Submissions - The Association of Vancouver Island and Coastal Communities (AVICC) Student Participation Program"; and
2. Renumber the agenda accordingly.

Motion Carried

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held September 10, 2024

CW 2024-057

That the minutes of the Committee of the Whole meeting held September 10, 2024 be approved.

Motion Carried

4. PRESENTATIONS

4.1 RCMP Third Quarter 2024 Report

Acting Detachment Commander, Cpl. Tracy Dubnyk, updated the Committee on the 2024 third Quarter RCMP report, highlighting key factors contributing to the downward trend in offences. These factors include the custody of offenders, proactive preventative measures taken by the previous shelter manager, the relocation of encampments outside Town boundaries, and the efforts of the Community Outreach Resource Team program. The Committee thanked Cpl. Dubnyk and the team for their efforts.

CW 2024-058

That the Committee receive the RCMP Report for the months July, August, September of 2024.

Motion Carried

4.2 Social Media Strategy

The Communications Team presented an overview of the new social media strategy, which emphasizes a fresh, more direct, and playful approach to communication. In addition to the new approach, the team informed the Committee that the strategy includes analytics tools to help improve engagement and foster two-way communication with the public. The Committee thanked the team for their presentation and commended their efforts to date.

5. REPORTS

5.1 2024 Q3 (Jul-Sep) Financial Update

CW 2024-059

That the Committee receive the staff report dated November 12, 2024, regarding the 2024 Q3 (July to September) Financial Update from the Director of Financial Services.

Motion Carried

5.2 Special Event Bylaw and Consequential Amendments to the Beer Garden and Special Occasion Licence Application Policy

CW 2024-060

That the Committee recommend that Council:

1. Give first, second and third readings to “Special Event Bylaw 2024, No. 2196”, as presented in the November 12, 2024 staff report by the Director of Parks, Recreation & Culture; and
2. Direct staff to bring forward consequential amendments to the “Beer Garden and Special Occasion Licence Applications Policy 09-4320-A”, as stated in the staff report dated November 12, 2024, by the Director of Parks, Recreation & Culture.

Motion Carried

OPPOSED: Councillor Paterson

6. COUNCIL SUBMISSIONS

6.1 The Association of Vancouver Island and Coastal Communities (AVICC) Student Participation Program

CW 2024-061

That the Committee recommend that Council invite an interested secondary student to apply to attend the business sessions at the AVICC 2025 AGM & Convention, held April 11-13, 2025 at the Vancouver Island Conference Centre in Nanaimo.

Motion Carried

7. NEW BUSINESS

8. ADJOURNMENT

CW 2024-062

That this Committee of the Whole Meeting be adjourned at 7:53 pm.

Motion Carried

Chair (Councillor J. Virtanen)

Corporate Officer (S. Bouma)



Ladysmith RCMP Detachment
320 6th Avenue,
Ladysmith, BC V9G 1A2

Your File - Votre référence

Our File - Notre référence

A/Mayor Tricia McKay
Town of Ladysmith
410 Esplanade
Ladysmith, BC V9G 1A2

Date

January 10, 2025

4th Quarter Mayor's Report – **October, November, December of 2024** with a comparison to the same time frame of 2023. Ladysmith Municipal area only.

Type of Offence & Occurrences	4th Quarter 2024 Municipal area only	4th Quarter 2023 Municipal area only
Sexual Assaults	0	1
Assaults	4	7
Break & Enter – Business	2	2
Break & Enter – Residence	4	2
Break & Enter – Other	2	0
Theft of Vehicle	1	4
Theft from Vehicle	5	3
Theft	17	14
Possession Stolen Property	0	3
Mischief/Property Damage	14	15
Mental Health Act	17	18
Check Well Being	42	56
Erratic Drivers	20	18
Drive Impaired (Alcohol/Drugs)	5	4
Traffic Violation Tickets	6	7
Total Calls for Service, Ladysmith	448	538
Total Calls for service, Detachment	982	1106

Sincerely,

Corporal Tracy Dubnyk
A/Detachment Commander
Ladysmith RCMP

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Erin Anderson, Director of Finance
Reviewed By: Allison McCarrick, CAO
Meeting Date: January 28, 2025
File No: 1850-2024
Re: 2025 Grant in Aid Requests

RECOMMENDATION:

That the Committee:

1. Determine the amounts to allocate to various community groups based on their 2025 Grant in Aid requests; and
2. Recommend that Council approve the allocated amounts.

EXECUTIVE SUMMARY:

The Town provides Grant in Aid (GIA) funding to various community groups. In 2024, The Town provided \$60,088.79 in Grant in Aid funding. In keeping with the Grant in aid Policy, the discussion tonight is allocating 90% of the \$67,185 budget which equals \$60,466.50. As of the application deadline, 21 applications were received requesting over \$98,000 in funding.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

Each year Council, on behalf of the Town of Ladysmith residents, provides grants for social, cultural, recreational, and special event services. The purpose of the GIA program is to assist organizations financially for a specific project, event, or service that benefits residents (see Appendix A – Grant in Aid Policy). Staff initially review the applications for completeness and follow up with the organization where necessary.

The following applications were received by the December 15, 2024 deadline:

Organization	Requested amount for 2025
Art Council of Ladysmith and District	7,500.00
Big Brothers Big Sisters of Central Vancouver Island	3,000.00
Cops for Cancer / Tour de Rock*	2,000.00
Ladysmith & District Historical Society	10,000.00



Ladysmith & District Marine Rescue Society	6,500.00
Ladysmith Celebrations Society	10,000.00
Ladysmith Chemainus Swim Club Society	2,400.00
Ladysmith Community Garden Society	5,185.00
Ladysmith Downtown Business Association	5,000.00
Ladysmith Family & Friends	2,500.00
Ladysmith Festival of Lights Society	10,000.00
Ladysmith Lions Club	400.00
Ladysmith Little Theatre	10,000.00
Ladysmith Pride Society	7,500.00
Ladysmith Show & Shine Society	3,000.00
Old English Car Club of BC - Central Island Branch	800.00
Take A Hike Youth Mental Health Foundation	2,500.00
Mid-Island Air Search and Rescue Society	3,120.00
Friends of Holland Creek Society	2,000.00
Ladysmith Pilots Baseball Club	5,000.00

**Amount revised to reflect insurance quote*

The following are areas that staff have identified where the respective applications do not align with the revised Grant in Aid Policy:

Policy statement #1 – The organization should be a registered society or belong to a parent Society under the laws of British Columbia and/or Canada.

Though the Ladysmith Community Gardens was a registered society in the past, they are no longer an active registered society.

Policy statement #2 -Preference will be given to organizations that are locally based and whose efforts are community based in nature.

These organizations are not located directly in Ladysmith or in the immediate surrounding area:

- Big Brothers Big Sisters Central Vancouver Island - though requests to work with School District #68.
- Mid Island Air Search & Rescue – based at Nanaimo airport.

Policy statement #8 – The maximum number of years an organization may receive a Grant in Aid is four (4) years with the first year funded at 100%, the second year funded at 75%, the third year funded at 50%, and the fourth year at 25%. Organizations must wait an entire year before re-applying for full funding.

The following organizations requested more than the 75% allotment for second year funding:

Organization	2024 GIA Received	Year 2 max request (75%)	2025 GIA Requested
Art Council of Ladysmith and District	9,250.00	\$6,937.50	7,500.00
Big Brothers Big Sisters of Central Vancouver Island	2,250.00	\$1,687.50	3,000.00
Ladysmith & District Historical Society	2,000.00	\$1,500.00	10,000.00
Ladysmith & District Marine Rescue Society	3,250.00	\$2,437.50	6,500.00
Ladysmith Celebrations Society	10,000.00	\$7,500.00	10,000.00
Ladysmith Downtown Business Association	5,000.00	\$3,750.00	5,000.00
Ladysmith Family & Friends	2,500.00	\$1,875.00	2,500.00
Ladysmith Festival of Lights Society	2,500.00	\$1,875.00	10,000.00
Ladysmith Little Theatre	2,800.00	\$2,100.00	10,000.00
Ladysmith Show & Shine Society	3,000.00	\$2,250.00	3,000.00
Old English Car Club of BC - Central Island Branch	750.00	\$ 562.50	800.00

Policy statement #10 – GIA requests will be reduced by the value of the current service agreement, permissive tax exemption, in kind donation or waived rental fees.

These organizations receive other funding from the Town:

- Ladysmith & District Historical Society (service agreement budget ~\$30,000 and permissive tax exemption for a total of ~\$16,036 for all 3 locations)
- Festival of Lights (permissive tax exemption for \$8,567)
- Ladysmith Family & Friends Society (reduced rents reported as \$39,960 in their financial statements)
- Ladysmith Chemainus Orca Swim Club received reduced pool rental fees (a 15% subsidy, equivalent to ~\$4,501).

Policy Statement #13 - An organization applying for a Grant in Aid funding request must submit to the Finance Department complete information on the prescribed application form before the deadline to have its application considered.

- The Ladysmith Little Theatre, an organization that has applied for and received grant in aid funding since 2016, only submitted their financial information with a handwritten note requesting \$10,000.

Policy Statement #18 – Amount of the GIA will be evaluated against the amount of fundraising revenue earned in the previous fiscal year.

These organizations are requesting Grant in Aid funding more than their previous year fundraising amounts per their submitted application:

- Ladysmith Little Theatre
- Friends of Holland Creek – though this society has only recently reactivated.

ALTERNATIVES:

The Committee could recommend that Council:

1. Choose to approve the amounts requested, modify the amount requested or deny the amount requested.
2. Further amend the Grant in Aid Policy as directed by Council.

FINANCIAL IMPLICATIONS:

The revised policy sets a specific amount for the Grant in Aid budget. For 2025, the total budget amount is \$67,185 with \$60,467 set aside for this deliberation. The requests received by the deadline total \$98,005. In accordance with the Policy, the requests should total \$62,180 which is \$1,713 over the application Grant in Aid budget of \$60,467.

Organization	2025 GIA Requested	2025 Max Request per policy
Art Council of Ladysmith and District	7,500.00	\$6,937.50
Big Brothers Big Sisters of Central Vancouver Island	3,000.00	\$1,687.50
Cops for Cancer/ Tour de Rock	2,000.00	2,000.00
Friends of Holland Creek Society	2,000.00	\$2,000.00
Ladysmith & District Historical Society	10,000.00	\$1,500.00
Ladysmith & District Marine Rescue Society	6,500.00	\$2,437.50
Ladysmith Celebrations Society	10,000.00	\$7,500.00
Ladysmith Chemainus Swim Club Society	2,400.00	\$2,400.00
Ladysmith Community Garden Society	5,185.00	\$5,185.00
Ladysmith Downtown Business Association	5,000.00	\$3,750.00
Ladysmith Family & Friends	2,500.00	\$1,875.00
Ladysmith Festival of Lights Society	10,000.00	\$1,875.00
Ladysmith Little Theatre	10,000.00	\$2,100.00
Ladysmith Pilots Baseball Club	5,000.00	\$5,000.00
Ladysmith Pride Society	7,500.00	\$7,500.00
Ladysmith Show & Shine Society	3,000.00	\$2,250.00
Mid-Island Air Search and Rescue Society	3,120.00	\$3,120.00
Old English Car Club of BC - Central Island Branch	800.00	\$ 562.50
Take A Hike Youth Mental Health Foundation	2,500.00	\$2,500.00
Totals	98,005.00	62,180.00

There is an additional \$3,359 set aside for late applications and \$3,359 for waiving of fees.

There were 2 additional applications received for waiving of fees that were forwarded to Parks, Recreation & Culture for approval. The groups were:

- Lion’s Club for \$400.00 (Transfer Beach & Forrest Field)
- Kinsmen Club for ~\$40.00 (Kinsmen Hut rental)

LEGAL IMPLICATIONS:

Authority to provide Grants in Aid is derived from s.176 1(c) of the *Local Government Act*:

Subject to the specific limitations and conditions established under this or another Act, the corporate powers of a board include the following:

to provide assistance for the purpose of benefiting the community or any aspect of the community.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Many community groups rely on GIA funding. Any changes to the funding could impact the services those organizations deliver.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

With direction from Council, the Finance Department leads the GIA process. PRC generally facilitates the waiving of fees.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input checked="" type="checkbox"/> Not Applicable |

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

A. Grants in Aid Policy

TOPIC:	Grant in Aid Program		
POLICY No.:	05 1850 A		
APPROVED BY:	Council	RESOLUTION No.:	CS 2013-266
ORIGINAL DATE:	2013.08.06	AMENDMENT DATE:	2023.07.18
AMENDED:	2016.11.21 (Resolution No. CS 2016-373); 2023.07.18 (Resolution No. CS 2023-184)		

PURPOSE

The Grant in Aid program is designed to assist not-for-profit organizations in good standing with the Town of Ladysmith, the Registrar of Companies and with other community groups with projects or special activities, or to allow them to take advantage of development opportunities and events. In granting financial assistance to an organization for a discretionary Grant in Aid, the Council of the Town of Ladysmith will take into account the below objectives.

POLICY

The primary purpose of a Grant in Aid is to provide financial assistance to an organization for a specific project or event or service that benefits the residents of the Town of Ladysmith.

1. The organization should be a registered Society or belong to a parent Society under the laws of British Columbia and/or Canada.
2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.
3. The Council of the Town of Ladysmith will not grant monies for a 'for profit' organization.
4. Council will consider only one (1) application per Organization per year.
5. Funds must be used for the purpose for which they were requested. If the project or event is not completed, the Town of Ladysmith reserves the right to request the return of the grant.
6. By accepting Grant in Aid funds, the applicant agrees to acknowledge the support of the Town of Ladysmith in all print and publicity material related to the project including banners and signs on site during the event.
7. By accepting Grant in Aid funds, the applicant agrees to report to the Town, using the prescribed form, how the Grant in Aid monies were used. If a report is not received by the Town on or before December 31st, the organization shall be notified that they may be ineligible for further grant funding.
8. The maximum number of years an organization may receive a Grant in Aid is four (4) years with the first year funded at 100%, the second year funded at 75%, the third year funded at 50%, and the fourth year at 25%. Organizations must wait an entire year before re-applying for full funding.
9. The maximum funding request per organization is limited to \$10,000.
10. Grant in Aid requests will be reduced by the value of any current service agreement, permissive tax

exemption (municipal), in-kind donation or waived rental fees that the Organization receives before being presented for consideration.

PROCEDURE

Application Process

Each year, Council may establish a Grant in Aid budget equal to 0.8% of previous year municipal tax levy for Grant in Aid. Council may approve up to 90% of this funding for applications received by the deadline. A further 5% will be allocated to late applications and the remaining 5% will be allocated to waiving of fees.

1. The application deadline is December 15th each year for funding in the following year.
2. An organization applying for a Grant in Aid funding request must submit to the Finance Department complete information on the prescribed application form before the deadline to have its application considered.
3. The Finance Department will respond to organizations that have submitted an incomplete application. Failure to provide requested information before the agenda deadline will result in the application not being considered.
4. Grant in Aid applications received after December 15th may not be considered for funding in the following year. Further, the organization applying for the Grant in Aid must re-submit their application should they still be requesting financial assistance for the subsequent year.
5. Applications may be mailed to the following address:
Town of Ladysmith
PO Box 220
Ladysmith, BC V9G 1A2
or dropped off at City Hall: 410 Esplanade, Ladysmith, BC

Evaluation Process

1. All compliant Grant in Aid requests will be presented to the Committee of the Whole for consideration.
2. The amount of the Grant in Aid provided will be evaluated against the amount of fundraising revenue earned in the previous fiscal year.
3. All decisions are final following ratification at the next Regular Meeting of Council.

Payment

No Grant in Aid payment will be disbursed until after the adoption of the Financial Plan.

Late Applications

Subject to budget, Council may allocate funding for extraordinary requests received after the deadline.

Reporting Process

An organization must, using the form provided, report back to the Town by December 31st of the same

year funding was received regarding how the Grant in Aid monies were spent to support the organization's operations or event and provide evidence that the Town's funding was publicly acknowledged.

Reports may be mailed to the following address:

Town of Ladysmith

PO Box 220

Ladysmith, BC V9G 1A2

Or dropped off at City Hall: 410 Esplanade, Ladysmith, BC



TOWN OF LADYSMITH
Quarterly Building Permit Summary - YTD DECEMBER 2024

1 Building Permit could = more than 1 dwelling unit
(e.g. SFD + Suite is 1 permit but 2 dwelling units)

	Commercial		Industrial		Institutional		Residential (NEW)		Residential Reno, Add, Suite, CH		Dwelling Units	Total Permits	Bldg & Pibg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2024
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
DEC	0	\$0	0	\$0	0	\$0	4	\$2,100,000	4	\$131,575	9	8	\$25,619	\$2,231,575	\$23,731,354

Year to Date

JAN	0	\$0	0	\$0	0	\$0	4	\$1,700,000	2	\$34,500	7	6	\$20,042	\$1,734,500	\$1,734,500
FEB	0	\$0	0	\$0	0	\$0	5	\$1,575,000	4	\$159,000	8	9	\$20,122	\$1,734,000	\$3,468,500
MAR	1	\$8,000	0	\$0	0	\$0	3	\$1,500,000	4	\$93,000	6	8	\$18,623	\$1,601,000	\$5,069,500
APR	1	\$5,000	0	\$0	0	\$0	5	\$2,320,112	2	\$101,275	10	8	\$27,973	\$2,426,387	\$7,495,887
MAY	0	\$0	0	\$0	0	\$0	4	\$2,050,000	2	\$4,500	8	6	\$23,710	\$2,054,500	\$9,550,387
JUN	0	\$0	0	\$0	0	\$0	6	\$2,450,000	1	\$38,460	10	7	\$28,645	\$2,488,460	\$12,038,847
JUL	2	\$180,600	0	\$0	1	\$60,000	3	\$1,740,000	3	\$153,000	4	9	\$24,226	\$2,133,600	\$14,172,447
AUG	0	\$0	2	\$349,200	0	\$0	4	\$1,585,000	3	\$77,332	6	9	\$22,935	\$2,011,532	\$16,183,979
SEP	1	\$35,000	0	\$0	0	\$0	2	\$940,000	1	\$3,500	4	4	\$11,377	\$978,500	\$17,162,479
OCT	0	\$0	0	\$0	1	\$15,000	1	\$700,000	7	\$57,000	3	9	\$9,177	\$772,000	\$17,934,479
NOV	2	\$267,000	0	\$0	1	\$30,000	4	\$2,908,850	6	\$359,450	11	13	\$40,837	\$3,565,300	\$21,499,779
DEC	0	\$0	0	\$0	0	\$0	4	\$2,100,000	4	\$131,575	9	8	\$25,619	\$2,231,575	\$23,731,354
TOTAL	7	\$495,600	2	\$349,200	3	\$105,000	45	\$21,568,962	39	\$1,212,592	86	96	\$273,286	\$23,731,354	

Demos Mth	0	Demos YTD	1
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Comparison	#DU	Value	#BP	Value
YTD 2024	86	\$21,568,962	96	\$23,731,354
YTD 2023	68	\$19,490,735	76	\$30,326,950
YTD 2022	92	\$26,854,841	70	\$29,160,149

5 BPs = 9 Dwelling Units (DU)
- 3 SFD + Suite = 6 DU
- 1 Suite added to SFD = 1 DU
- 1 Duplex = 2 DU

NEW D.U. TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	0	3	1	0	2
YTD	11	25	8	2	16



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
 Phone: 250-245-6436 · Fax: 250-245-0917



FIRE CHIEF'S REPORT

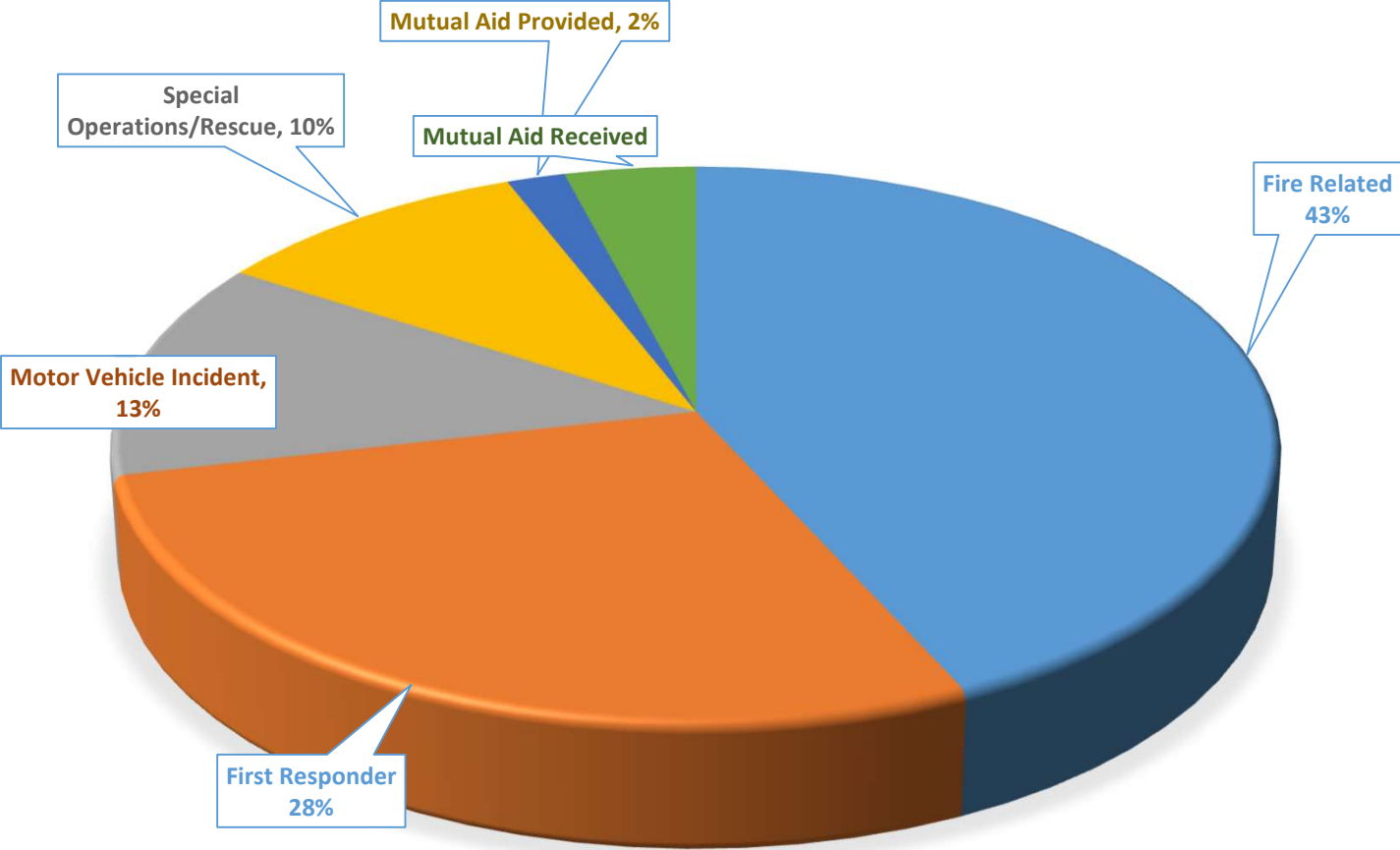
MONTH: **August 2024**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2023
Fire Related	10	11	15	10	7	8	19	15	0	0	0	0	95	77
Alarms Activated	2	4	6	3	5	2	4	5					31	36
Burning Complaint / Duty Officer	5	5	4	4	2	3	13	7					43	29
Outdoor Fire		1	1	2		2		2					8	4
Structure/Chimney	2	1	3	1			2	1					10	5
Vehicle Fire	1		1			1							3	3
First Responder	6	3	9	9	12	4	8	11					62	70
Motor Vehicle Incident	4	4	4	2	4	3	4	3					28	21
Special Operations/Rescue	7	1	4	4		2		4					22	19
Mutual Aid Provided		1		2		1							4	12
MONTH TOTALS (exc.. Practices)	27	20	32	27	23	18	31	33	0	0	0	0	211	199
Mutual Aid Received	1	1	4				2	1					9	
Practices (Totals for each Month)	5	4	4	5	4	4	5	4					35	
Training Hours	386	284	465	483	198	186	178	141					2321	

APPROVED: _____

Fire Chief Chris Geiger

AUGUST 2024 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided ■ Mutual Aid Received



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
 Phone: 250-245-6436 · Fax: 250-245-0917



FIRE CHIEF'S REPORT

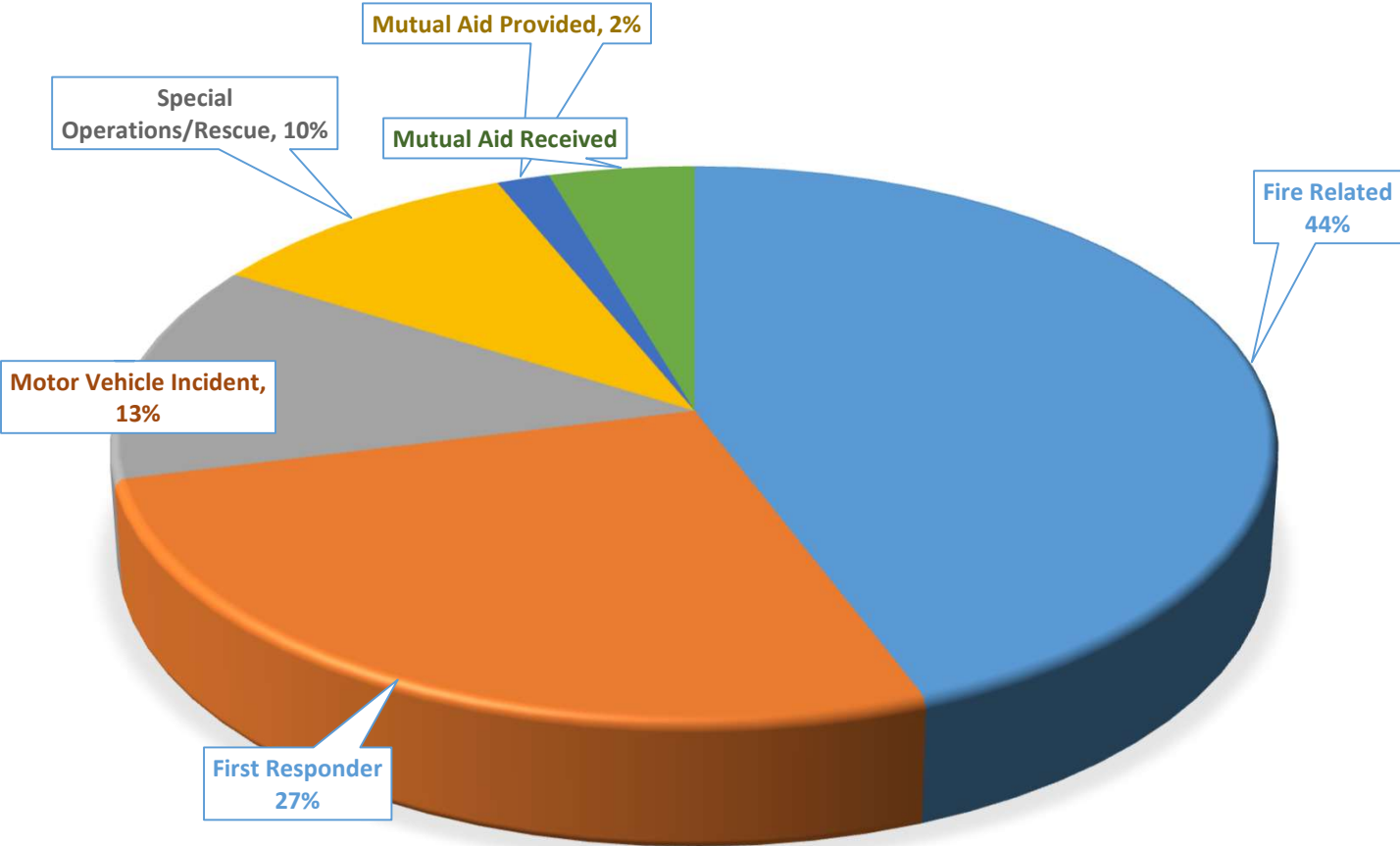
MONTH: September 2024

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2023
Fire Related	10	11	15	10	7	8	19	15	12	0	0	0	107	90
Alarms Activated	2	4	6	3	5	2	4	5	5				36	42
Burning Complaint / Duty Officer	5	5	4	4	2	3	13	7	5				48	34
Outdoor Fire		1	1	2		2		2	1				9	4
Structure/Chimney	2	1	3	1			2	1	1				11	6
Vehicle Fire	1		1			1							3	4
First Responder	6	3	9	9	12	4	8	11	3				65	79
Motor Vehicle Incident	4	4	4	2	4	3	4	3	3				31	23
Special Operations/Rescue	7	1	4	4		2		4	2				24	21
Mutual Aid Provided		1		2		1							4	12
MONTH TOTALS (exc.. Practices)	27	20	32	27	23	18	31	33	20	0	0	0	231	225
Mutual Aid Received	1	1	4				2	1	2				11	
Practices (Totals for each Month)	5	4	4	5	4	4	5	4	4				39	
Training Hours	386	284	465	483	198	186	178	141	373				2694	

APPROVED: _____

Fire Chief Chris Geiger

SEPTEMBER 2024 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided ■ Mutual Aid Received



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
 Phone: 250-245-6436 · Fax: 250-245-0917



FIRE CHIEF'S REPORT

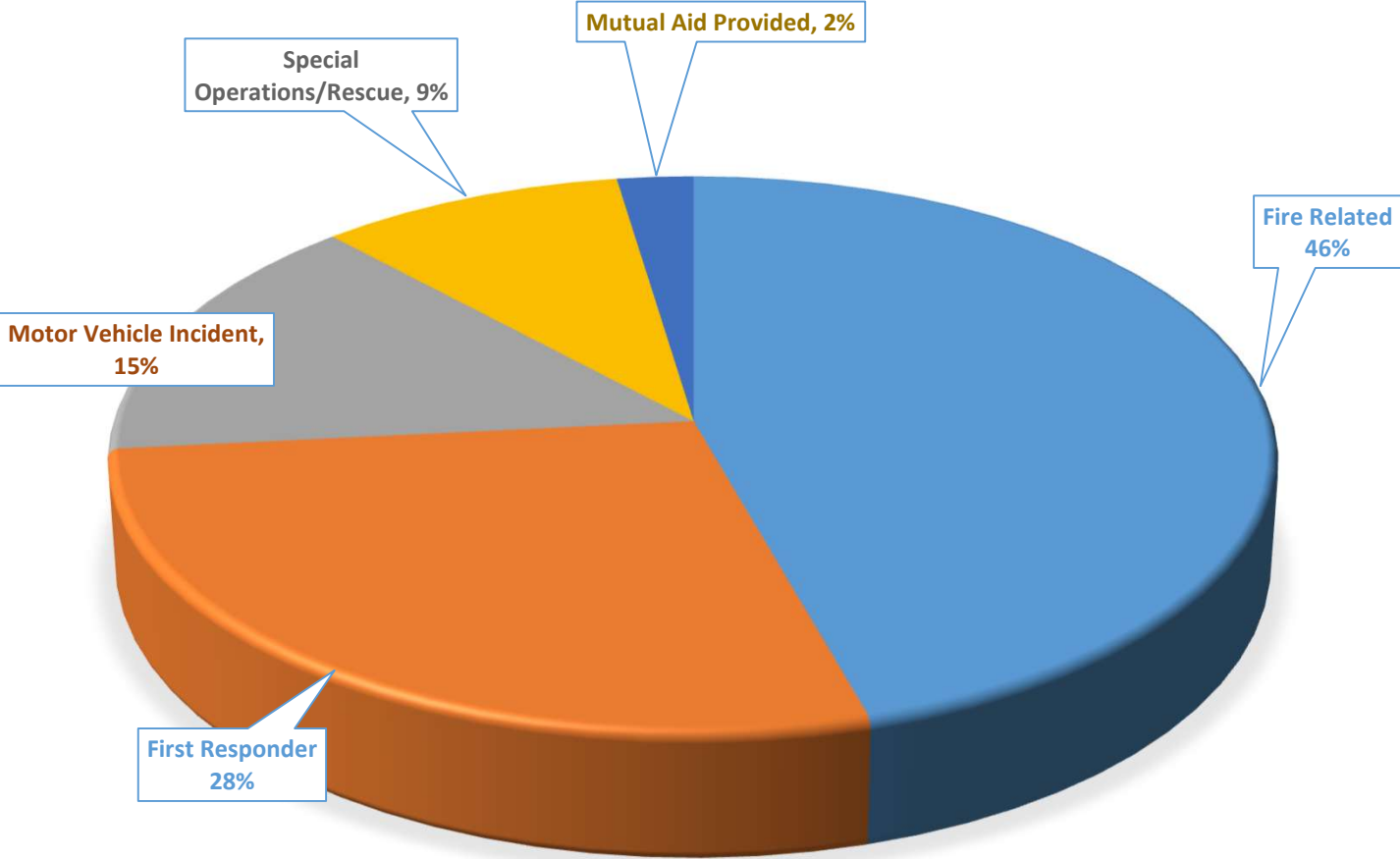
MONTH: **October 2024**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2023
Fire Related	10	11	15	10	7	8	19	15	12	8	0	0	115	110
Alarms Activated	2	4	6	3	5	2	4	5	5	4			40	51
Burning Complaint / Duty Officer	5	5	4	4	2	3	13	7	5	2			50	40
Outdoor Fire		1	1	2		2		2	1	1			10	6
Structure/Chimney	2	1	3	1			2	1	1				11	9
Vehicle Fire	1		1			1				1			4	4
First Responder	6	3	9	9	12	4	8	11	3	5			70	83
Motor Vehicle Incident	4	4	4	2	4	3	4	3	3	6			37	26
Special Operations/Rescue	7	1	4	4		2		4	2				24	27
Mutual Aid Provided		1		2		1				2			6	12
MONTH TOTALS (exc.. Practices)	27	20	32	27	23	18	31	33	20	21	0	0	252	258
Mutual Aid Received	1	1	4				2	1	2				11	
Practices (Totals for each Month)	5	4	4	5	4	4	5	4	4	5			44	
Training Hours	386	284	465	483	198	186	178	141	373	208			2902	

APPROVED: _____

Fire Chief Chris Geiger

OCTOBER 2024 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided



Ladysmith Fire /Rescue

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FIRE CHIEF'S REPORT

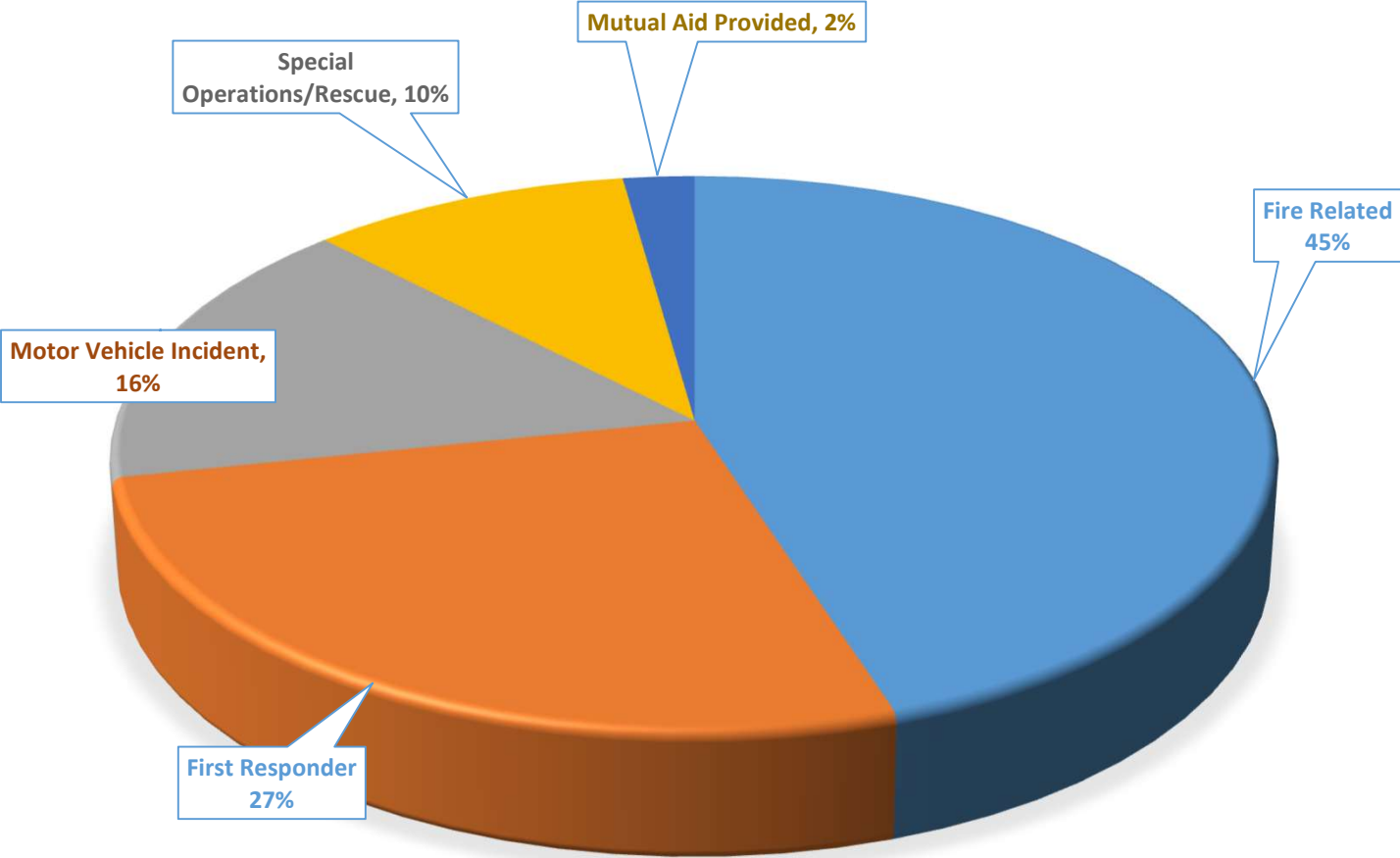
MONTH: November 2024

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2023
Fire Related	10	11	15	10	7	8	19	15	12	8	6	0	121	120
Alarms Activated	2	4	6	3	5	2	4	5	5	4	6		46	57
Burning Complaint / Duty Officer	5	5	4	4	2	3	13	7	5	2			50	44
Outdoor Fire		1	1	2		2		2	1	1			10	6
Structure/Chimney	2	1	3	1			2	1	1				11	9
Vehicle Fire	1		1			1				1			4	4
First Responder	6	3	9	9	12	4	8	11	3	5	2		72	90
Motor Vehicle Incident	4	4	4	2	4	3	4	3	3	6	6		43	31
Special Operations/Rescue	7	1	4	4		2		4	2		3		27	30
Mutual Aid Provided		1		2		1				2			6	13
MONTH TOTALS (exc.. Practices)	27	20	32	27	23	18	31	33	20	21	17	0	269	284
Mutual Aid Received	1	1	4				2	1	2				11	
Practices (Totals for each Month)	5	4	4	5	4	4	5	4	4	5	4		48	
Training Hours	386	284	465	483	198	186	178	141	373	208	190		3092	

APPROVED: _____

Fire Chief Chris Geiger

NOVEMBER 2024 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
 Phone: 250-245-6436 · Fax: 250-245-0917



FIRE CHIEF'S REPORT

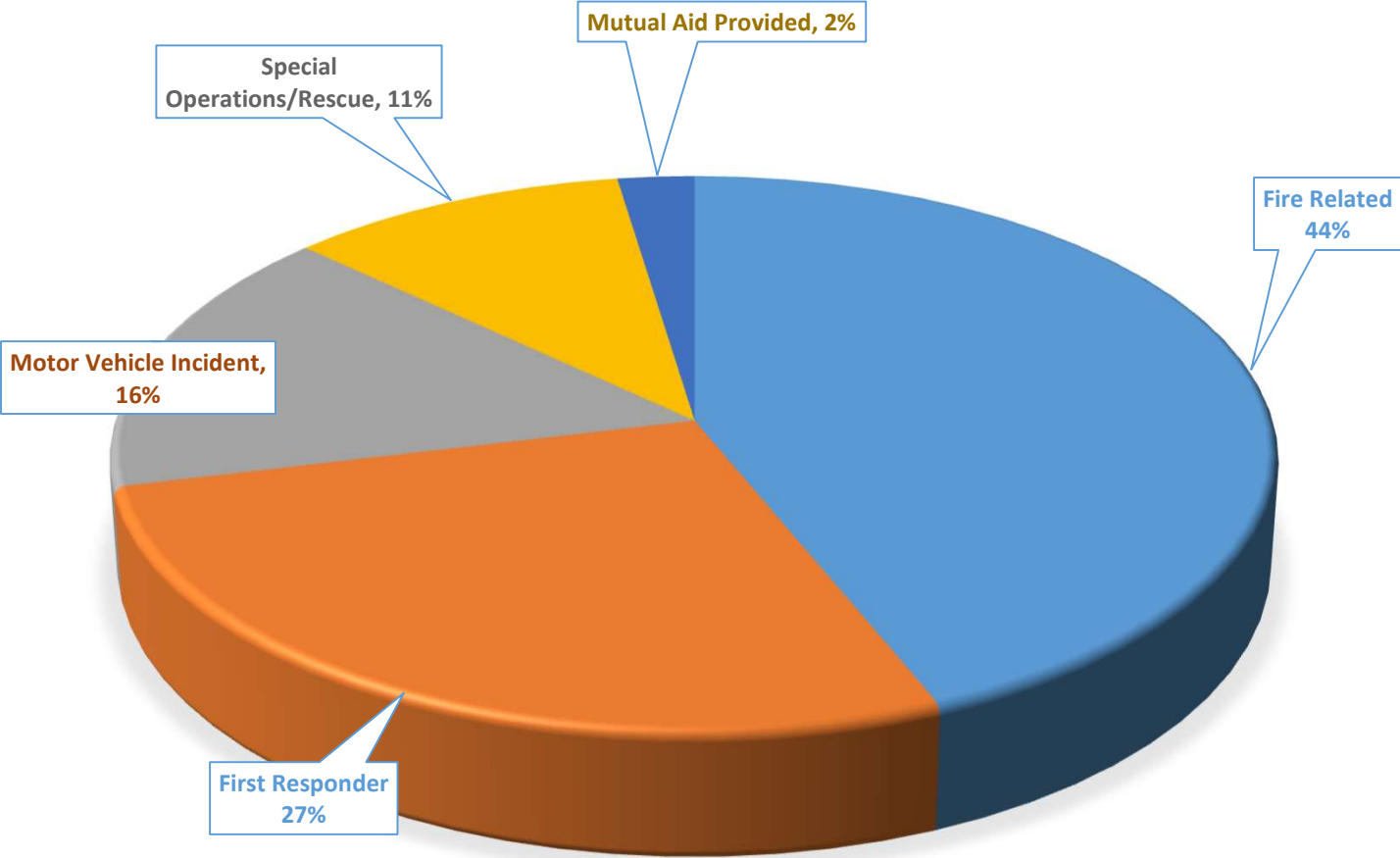
MONTH: December 2024

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2023
Fire Related	10	11	15	10	7	8	19	15	12	8	6	7	128	125
Alarms Activated	2	4	6	3	5	2	4	5	5	4	6	5	51	58
Burning Complaint / Duty Officer	5	5	4	4	2	3	13	7	5	2		1	51	45
Outdoor Fire		1	1	2		2		2	1	1			10	7
Structure/Chimney	2	1	3	1			2	1	1			1	12	11
Vehicle Fire	1		1			1				1			4	4
First Responder	6	3	9	9	12	4	8	11	3	5	2	8	80	99
Motor Vehicle Incident	4	4	4	2	4	3	4	3	3	6	6	3	46	35
Special Operations/Rescue	7	1	4	4		2		4	2		3	4	31	31
Mutual Aid Provided		1		2		1				2		1	7	14
MONTH TOTALS (exc.. Practices)	27	20	32	27	23	18	31	33	20	21	17	23	292	304
Mutual Aid Received	1	1	4				2	1	2				11	
Practices (Totals for each Month)	5	4	4	5	4	4	5	4	4	5	4	3	51	
Training Hours	386	284	465	483	198	186	178	141	373	208	190	186	3278	

APPROVED:

Fire Chief Chris Geiger

DECEMBER 2024 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided

CACS Summary of Service Calls

Total calls by type: 4
At large 1
Noisy 3

01-Jul-24 to 31-Jul-24

Issue	Call #	Received	Type	Completed
Ladysmith			4 calls	
At large			1	
	2281	22-Jul-24	Dog	02-Aug-24
Noisy			3	
	2282	24-Jul-24	Dog	
	2280	04-Jul-24	Dog	12-Jul-24
	2279	02-Jul-24	Dog	05-Jul-24
Total:			4 calls	

CACS Summary of Service Calls

Total calls by type: 4
Aggressive 2
Noisy 2

01-Aug-24 to 31-Aug-24

Issue	Call #	Received	Type	Completed
Ladysmith			4 calls	
Aggressive	2284	12-Aug-24	Dog	19-Aug-24
	2283	12-Aug-24	Dog	12-Aug-24
Noisy	2286	19-Aug-24	Dog	26-Aug-24
	2285	19-Aug-24	Dog	20-Aug-24
Total:			4 calls	

CACS Summary of Service Calls

Total calls by type: 1
At large 1

01-Oct-24 to 31-Oct-24

Issue	Call #	Received	Type	Completed
Ladysmith			1 calls	
At large	2287	23-Oct-24	1 Dog	24-Oct-24
Total:			1 calls	

CACS Summary of Service Calls

Total calls by type:	5
Aggressive	3
At large	1
Noisy	1

01-Nov-24 to 30-Nov-24

Issue	Call #	Received	Type	Completed
Ladysmith			5 calls	
Aggressive			3	
	2292	28-Nov-24	Dog	04-Dec-24
	2289	07-Nov-24	Dog	
	2288	04-Nov-24	Dog	12-Nov-24
At large			1	
	2291	18-Nov-24	Dog	20-Nov-24
Noisy			1	
	2290	14-Nov-24	Dog	27-Nov-24
Total:			5 calls	

CACS Summary of Service Calls

Total calls by type: 1
Noisy 1

01-Dec-24 to 31-Dec-24

Issue	Call #	Received	Type	Completed
Ladysmith			1 calls	
Noisy	2293	07-Dec-24	Dog	11-Dec-24
Total:			1 calls	

INFORMATION REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Management
Meeting Date: January 28, 2025
File No: 0640-20
Re: **2023-2026 Strategic Priorities Update**

RECOMMENDATION:

That the Committee receive the 2023-2026 Strategic Priorities Update dated January 28, 2025.

EXECUTIVE SUMMARY:

The Strategic Plan was deliberated and approved by Council in the Spring of 2023. This is the fifth update presented to the Committee.

PREVIOUS COUNCIL DIRECTION:

CW 2024-53	2024-09-10	That the Committee receive the 2023-2026 Strategic Priorities Update dated September 10, 2024.
CW 2024-31	2024-05-14	That the Committee receive the 2023-2026 Strategic Priorities Update dated May 14, 2024.
CW 2024-07	2024-01-16	That the Committee receive the 2023-2026 Strategic Priorities Update dated January 16, 2024.
CW 2023-055	2023-07-11	That the Committee receive the 2023-2026 Strategic Priorities Update dated July 11, 2023.
CS 2023-147	2023-06-06	That Council adopt the 2023-2026 Strategic Plan and direct staff to publish the plan online and in hard copy.

DISCUSSION:

Council has provided direction regarding the strategic priorities of the Town for 2023-2026 and the attached report provides a high-level update of the projects that support those priorities.

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. 2023-2026 Strategic Priorities Update – January 2025



■ In Progress ■ Completed ■ Starting Soon

Priority: Core Infrastructure

We will advance projects that address climate change, renew our infrastructure, protect natural and built assets, and accommodate future growth.

Strategy: Ensure the Town’s water supply system meets the needs of current and future residents and the demands of climate change.

Major Initiative	Status	Comment
Holland Creek Dam Improvement	5%	Site investigation nearing completion; lidar and geotech complete; construction expected in 2027
Stocking Lake Supply Main	5%	Preliminary design underway; survey completed; construction expected in 2026
Stocking Lake Dam Replacement	5%	Design underway; construction expected in 2026; 50% cost share with CVRD
Colonia Dam Removal	30%	Workplan for removal underway
Mackie Dam Removal	30%	Contract in place to remove
Roberts Street Watermain Replacement	100%	Completed 2024
High Street Watermain Replacement	100%	Completed 2023

Strategy: Maintain an effective and efficient wastewater treatment system that meets the needs of the population and supports the long-term health of Ladysmith Harbour.

Storm Water Master Plan	75%	Awaiting completed plan from consultant
Compost Facility Curing Building	10%	Project on hold pending investigation of options
Sewer Inflow & Infiltration Connection Replacement	100%	Annual budgets identified to correct deficiencies
Stage 2 Wastewater Environmental Study	100%	Completed 2024: Report provided to Ministry of Environment; awaiting comments

Strategy: Implement an asset management plan to replace and maintain aging infrastructure.

Paving & Sidewalk Projects	5%	6 th Avenue Reconstruction: Consultant selected, predesign underway, construction expected in 2026
	100%	Completed 2024: Buller Street between 3 rd and 4 th Avenues
		Completed 2024: Dogwood Drive from Stephenson Street to 4 th Avenue Extension
		Completed 2024: installed sidewalks connecting Davidson Road to Colonia Drive and Bayview to Forward Road on Dogwood Drive
		Completed 2023: High Street to TCH
		Completed 2023: 4 th Avenue Reconstruction Project
Completed 2023: Colonial / Delcourt Sidewalks & Traffic Calming Project.		

2023-2026 Strategic Priorities Update cont.

■ In Progress ■ Completed ■ Starting Soon

Major Initiative	Status	Comment
Implement GIS to Prioritize Infrastructure	100%	Completed 2024: Staff and public facing web map launched
Fire Hall Improvements:	100%	Completed 2024: refinished garage bay floor and replaced HVAC Boiler
FJCC Improvements	20%	Roof replacement: additional required funding requested through Regional Recreation
	100%	Completed 2024: Accessibility Improvements: automatic door opener, new pool access lifts, tactile components, and braille signage installed
Rutti Park Plan	50%	Public engagement (2 open houses, online survey) completed
Lot 108 Park Improvements	95%	Fitness equipment and surfacing to be completed
	100%	Completed 2023: Accessible concrete walkway and practice pitch
Brown Drive Park Improvements	35%	Bridge design completed; installation expected in fall; drinking fountain and benches installed in spring
Aggie Sports Field Drainage	20%	Design complete
Cenotaph & Garden Area Restoration	75%	Brick pavers will be replaced this spring
Ladysmith Skatepark Replacement Project	90%	Two open houses and an online survey have been completed including review of plans
Aggie Hall Improvements	100%	Completed 2024: Refinished floors
City Hall Short-Term Improvements	100%	Completed 2024: Installed new HVAC system and signage
		Completed 2023: New roof, windows, exterior painted and installed new flag poles
Marina Wall Repair	100%	Completed 2024: Removal of the existing concrete block building, log retaining wall and loose material stabilized the exposed slope.
Holland Creek Trail Improvements	100%	Completed 2024: Completed more accessible 200-metre section of trail and removed deteriorated stairs
Aggie Playground Improvements	100%	Completed 2024: installed an accessible pathway from the sidewalk to the gazebo and playground
Town-owned Facility Improvements	100%	Completed 2024: painted the exterior of the LRCA building

2023-2026 Strategic Priorities Update cont.

■ In Progress ■ Completed ■ Starting Soon

Priority: Official Community Plan Implementation

We will employ strategies and actions that maintain a diverse, vibrant, and affordable community, ensuring we do not pass undue burden onto future generations.

Strategy: Begin to implement the short-term action items in the Official Community Plan to build the community we want over the next quarter century.

Major Initiative	Status	Comment
Establish Tree Protection and Invasive Species Control Bylaw	5%	
Amend the Subdivision & Development Servicing Bylaw	10%	SSMUH updates complete; Awaiting budget approval for Mobility plan and related updates to Subdivision and Development Servicing Bylaw
Amend the Zoning Bylaws	98%	In accordance with the OCP & SSMUH legislation
Established a new Animal Control Bylaw	100%	Completed 2025: Add regulations for the keeping of backyard poultry in approved properties, and goats for vegetation management purposes
Develop Cultural Safety Training & Protocols for Employers	100%	Poverty Reduction Task Group provided Cultural Safety seminars
Support the Provision of Employer Training Education, & Support to reduce Barriers	100%	Poverty Reduction Task Group has hosted various employer’s seminars
Establish & Promote Incentive Programs to Support Energy & Water Efficiency in Existing Buildings	100%	Rain barrel program implemented; \$2200 of \$7500 funding used (29%)
Complete Consequential OCP Policies Changes	95%	Secondary suites, cash in lieu of parking & bicycle parking amendments; reserve bylaw for cash in lieu of parking has been approved & the Community Amenity Contribution Policy repealed. Minor zoning changes still required (e.g. reduced minimum lot size for R-1 zone)
Dedicate Funding to Develop Mobility Plan	0%	Awaiting budget approval
Updating the Development Cost Charge and Revitalization Tax Exemption Bylaws to incentivize growth in Priority Growth Areas	0%	Awaiting budget approval
Develop an Amenity Cost Charge Bylaw	0%	Awaiting budget approval
Amend the Zoning Bylaw to include parking supply ratios and dimensions for van-accessible parking spaces	0%	Scheduled for 2025
Amending the Zoning Bylaw to reduce the minimum lot size for R-1 Zone	0%	Scheduled for 2025

2023-2026 Strategic Priorities Update cont.

■ In Progress
 ■ Completed
 ■ Starting Soon

Major Initiative	Status	Comment
Developing a monitoring program for purpose-built rental housing	0%	Scheduled to start in 2025, awaiting budget approval

Priority: Waterfront Area Plan

We will implement our Waterfront Area Plan together with Stz'uminus First Nation, creating opportunities for economic prosperity, environmental restoration, and cultural celebration.

Strategy: Continue remediation of contaminated areas within the Ladysmith Harbour.

Continue Remediation of Contaminated Areas within the Harbour	90%	Limited additional testing and provincial approval required
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Strategy: Implement the Waterfront Area Plan.

Complete Machine Shop Restoration	45%	Construction is now underway; exterior will begin in February including the walkway and cladding
Transfer Beach Improvements	100%	Completed 2024: Installed infrastructure needed to support the newly purchased saddle-span tent at the amphitheatre
	100%	Completed 2024: Planted native species at Transfer Beach and included signage incorporating Hul'q'umi'num to educate the public on historic use and plant benefits
	100%	Completed 2023: Accessible Walkway installed, food truck pads, outdoor shower and new picnic tables installed

Priority: Economy

We will promote an environment that facilitates business development and job creation.

Strategy: Pursue opportunities leading to economic development and job creation.

Walking Tour App Enhancements	95%	Enhanced walking tour with QR codes hosted on Tourism Ladysmith website will be live soon
Ladysmith Satellite Visitor Pilot Project	100%	Successful project; plans to continue next year pending funding
Mountain Bike Trail Network	25%	Funding application submitted
Pursue Community improvement grants	Ongoing	14 Funding applications submitted in 2024

Strategy: Implement and support projects to maintain a vibrant downtown.

Downtown Improvements Project	100%	Completed 2024: Wayfinding and welcome signs
	100%	Completed 2023: lighting and accessibility improvements
	100%	Completed 2023: Roberts Street Parking EV charging
Develop Buller Street Property	0%	

■ In Progress ■ Completed ■ Starting Soon

Priority: Leadership

We will show leadership in building strong relationships with First Nations, reconciliation, and excellence in good governance.

Major Initiative	Status	Comment
Advocates to all senior and regional governments to ensure appropriate funding and supports are in place for Ladysmith	Ongoing	Worked with the provincial government to improve safety on highway
		Continue to work with the CVRD to ensure emergency support services for Ladysmith residents
		Work with SD68 to promote facility improvements and new schools in Ladysmith
		Promoted the need for improved medical facilities both locally and regionally with the provincial government
Community to Community Meeting with Stz'uminus First Nation Chief & Council	100%	Completed 2024: Elected officials from both communities met to discuss and exchange ideas of a mutual interest, as well as deepen relationships and foster meaningful connections
Diversity, Equity, and Inclusion Policy Statement	100%	Completed 2024: The statement reflects the Town's commitment to maintaining a positive workplace culture
Community Engagement	100%	Completed 2024: Launched Let's Talk Ladysmith, a new online engagement platform
	100%	Completed 2024: Established a Social Media Strategy and updated the Communication Plan
	100%	Completed 2024: Amended the Special Events Bylaw to simplify event planning